

Resignation Letter

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Manager's Name]

[Company's Name]

[Company's Address]

[City, State, Zip Code]

Dear [Manager's Name],

I am writing to formally resign from my position at [Company's Name], effective [last working day, typically two weeks from the date above]. This decision was not made lightly; however, due to ongoing mental health needs, I believe it is necessary for my well-being.

Over the past months, I have come to understand the importance of prioritizing my mental health. After careful consideration and discussions with my healthcare provider, I've realized that stepping back from my professional responsibilities is essential for my recovery.

I am grateful for the support I have received during my time at [Company's Name]. I appreciate the opportunities for growth and the relationships I have built with my colleagues.

I am committed to ensuring a smooth transition and will do everything in my power to complete my pending tasks and assist in training my replacement during my remaining time.

Thank you for your understanding, and I hope to stay in touch moving forward.

Sincerely,

[Your Name]